Atham

Atham.360602@2freemail.com

Primary Skills

Operating Systems : Windows 98/2000/XP/7

Packages : MS - Office 2003, 2007, 2010

Employment History

Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Company** | **Designation** | **From** | **To** |
| Elephant house Ice Cream Co. Ltd (Srilanka) | Sales Supervisor | Mar-2000 | Mar-2001 |
| Nadec (KSA) | Sales representative | Feb-2002 | Nov-2007 |
| Qatar Flour Mills , QBAKE (Qatar) | Sales Supervisor | May-2009 | June-2013 |
| Unilever Wel come center( sri lanka) | Accountan | Nov2013 | Oct2014 |
| Al Marai company Qatar | Lead Salesman | March2015 | March2017 |

With a total 9 years Gulf experience in Sales Marketing. ISO –Certified Company. I possess anexcellent communication skill and I have experience in maintaining and managing office administration.

**Professional Experience:**

* Active in team in all the aspects.
* Capability of Coordinating with Sales, Store & Transport.
* Interested to take more initiative in finding the route cause to solve the problem and arresting the same.

**Usage Monitoring Activities:**

* Identifying the high usage Credit customers who had crossed their credit limit
* Scheduling Statement for all credit customers regarding payment due reminders.
* Design, generate and analyze reports for daily sales report for Management.
* Handled sales order related reports.
* Floating enquiry to the reputed customer.
* Follow up with Customer for timely delivery of material
* Coordinating with Stores for making Delivery
* Taking corrective action based on the customer performance

**Professional Qualfications:**

* Dip. In MSOffice
* Dip. In AAT
* Certificate Course in English Six months at SAFCO Academia, Sri Lanka

**Educational Qualifications:**

Passed General Certificate of Education Examination (Ordinary Level)

Passed General Certificate of Education Examination (Advanced Level)

**Academic Qualification:**

Completed Degree of Bachelor of Commerce in 1997 at Eastern University, Sri Lanka

Personal skills and competences:

 A confident, motivated sales marketing with good interpersonal skills, an ability to interact with people at all levels with a professional appearance and excellent telephone manner. and 4 years experience and professional sales training, I feel I have the qualities and experience to succeed in a demanding sales environment

Personal Details

Sex : Male

Date of Birth **:** 25th Aug 1976

Nationality **:** Srilankan Muslim

Marital Status : Married

Languages Known **:** Tamil, English, and Hindi & Arabic

I do hereby Declare that the Foregoing Particulars Furnished by me are true and accurate to the best of my Knowledge